



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Allan O'Shea
VICE-CHAIRPERSON
Edward Haik

Ken Hilliard
Ervin Kowalski
Jim Krolezyk
Glenn Lottie
Carl Rutske

CLERK

Marilyn Kliber
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

DRAFT

PUBLIC SAFETY COMMITTEE

Thursday, April 1, 2010
8:30 A.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

REPORT

Members Present: Edward Haik, Chairperson; Allan O'Shea; and Carl Rutske

Members Absent: None

Others Present: Thomas Kaminski, County Controller/Administrator; Dale Kowalkowski, Sheriff; Captain Robert Lancaster, Jail Administrator; Bruce Schimke, Maintenance Supervisor; Ken Grabowski, Manistee News Advocate; Marilyn Kliber, County Clerk (arrived 9:00 A.M.); and Rachel Nelson, Administrative Secretary

The meeting was called to order at 8:30 A.M.

ITEMS REQUIRING BOARD ACTION

Sheriff Kowalkowski presented a resolution (APPENDIX A) opposing a reduction in secondary road patrol funds. Sheriffs have used these funds for the patrol and safety of secondary roads consistent with responsibilities outlined in Michigan Public Act 416 of 1978 for over 30 years, and it is a program funded through a \$10 assessment on all moving violations. The Governor is proposing a 23% reduction to secondary road patrol funds to avoid laying off 20 State troopers. All counties in Michigan are being asked to adopt this resolution. After discussion,

Mr. O'Shea recommended that Manistee County adopt a resolution opposing a reduction in secondary road patrol funds. No alternative recommendation was proposed.

Sheriff Kowalkowski presented a Highway Safety Grant Application for Electronic Crash Capture and Submission (APPENDIX B). He stated that the Michigan State Police informed him that the application is the contract for the grant even though there isn't a signature page.

Mr. O'Shea recommended that the Highway Safety Grant Application/Contract for Electronic Crash Capture and Submission be accepted. No alternative recommendation was proposed.

ITEMS NOT REQUIRING BOARD ACTION

Sheriff Kowalkowski reported that he has tried to contact Senator McManus regarding the bill that she sponsored which would give a 5% pay cut for the next three years to those working for municipalities, including townships, counties, etc. She has not returned his call.

Captain Lancaster reported that the new palmprint scan machine will be installed at the jail in the next few weeks. This equipment was paid for with a \$65,000 grant.

Sheriff Kowalkowski noted that he has submitted a letter to the Personnel Committee regarding a pay increase for Lt. Falk.

Sheriff Kowalkowski presented the Marine Safety Program 2009 financial report (APPENDIX C).

Mr. Schimke informed the Committee that the Board of Commissioners awarded the contract for the Courthouse security project to Helminski Construction Company. A tentative start date has been set for May 14, 2010, with the project completed by the end of June. Mr. Schimke has met with the County Clerk and County Treasurer regarding the project. All materials will be on site before demolition will begin.

Mr. VanPutten of Landmark Design met with the Planning Commission on March 25, 2010, and they accepted the jail expansion project as complying with the Master Plan. Mr. VanPutten will attend the April meeting of the Board of Commissioners to present the final drawings for the project and request that the project go out for bids.

Discussions have continued with Jodi Bertrau of Health Professionals Ltd. regarding inmate healthcare services at the jail. She has requested additional information and the Prosecuting Attorney will review the contracts once they are received.

Mr. Kaminski informed the Committee that he wanted to begin discussions on the Courthouse door lock system. This is a project that Capital Improvement funds could be used for. The door lock system is outdated and it is getting to be almost impossible to get parts when there are issues. It would cost \$150,000 to install a new door lock system in the entire Courthouse & Government Center, however, only one section could be done and then the old locks could be used as spares for the remainder of the building. Mr. Haik stated that a regular key lock system would cost a lot less. It was also noted that key pads could be used. Mr. Schimke will do more research on the costs of various systems.

Arcadia Township is exploring the option of an agreement with the Sheriff for ordinance enforcement. Dickson Township will be having a public hearing on a possible ORV ordinance.

Sheriff Kowalkowski inquired as to the monthly fee from AT&T for video arraignments. AT&T has stated that the current video arraignment set-up is not reliable and the phone system would need to be upgraded. Video arraignments are not currently utilized much.

It was noted that there are discussions going on regarding possibly consolidating 9-1-1 to four district locations.

The meeting adjourned at 9:30 A.M.

Edward Haik, Chairperson

Allan O'Shea, Commissioner

Carl Rutske, Commissioner



STATE OF MICHIGAN)
)ss.
COUNTY OF MANISTEE)

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I, Marilyn Kliber, County Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Manistee County Board of Commissioners at a regular meeting held on the 27th day of April, 2010 by the following vote:

YEAS:

NAYS:

NOT VOTING:

I further certify that the foregoing Resolution is a true, correct and complete transcript of the original of said Resolution appearing on file and of record in my office. I further certify that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the County of Manistee this 27th day of April, 2010.

CLERK OF THE COUNTY COMMISSION
MANISTEE COUNTY, MICHIGAN

(10_05)

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Marilyn Kliber, County Clerk

APPENDIX B

Michigan State Police
Office of Highway Safety Planning
4000 Collins Road
P.O. Box 30633
Lansing, Michigan 48909-8133

(517) 336-6477

HIGHWAY SAFETY GRANT APPLICATION

1. PROJECT TITLE Electronic Crash Capture and Submission		
2. APPLICANT Manistee County Sheriff's Office		
3. ADDRESS OF APPLICANT 1525 E. Parkdale Ave Manistee 49660		
4. STATE SENATE DISTRICT 35	5. STATE REPRESENTATIVE DISTRICT 101	6. U.S. CONGRESSIONAL DISTRICT 2
7. FEDERAL IDENTIFICATION NO. 38-6005853		8. ANTICIPATED ACTIVITY START-UP DATE 10/1/2009

HIGHWAY SAFETY GRANT APPLICATION
9. STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
FY 2010

Project Title: Electronic Crash Capture and Submission **Applicant:** Manistee County Sheriff's Office

Background

Currently the Michigan State Police (MSP), Criminal Justice Information Center (CJIC) is statutorily responsible for maintaining the state central repository for crash records. Over 600 Michigan law enforcement agencies submit crash reports (UD-10) for each crash that occurs on a public roadway in Michigan. This process results in more than 300,000 crash reports annually. In the past 7-years the entire crash system has been updated through a project called Crash Process Redesign (CPR). System changes have included but are not limited to: ability to accept crash reports electronically, development of a Web based crash reporting tool, improved processing efficiencies at CJIC, and improvements in crash locating.

Even though the system has the ability to receive crash data electronically, the majority of law enforcement agencies continue to submit their reports on paper. Electronic processing of crash reports provide significant benefits in cost effectiveness, improved data quality, timeliness, consistency, and completeness as well as processing efficiencies. However, there may be process, resource, technical and financial barriers in moving to automated crash processing systems.

The ECCS-1 effort significantly improved the timeliness and quality of crash data. From the ECCS 1 recipients, the average reporting days improved by nearly 75%, dropping from 46.55 days to 12.20 days. The average data edit errors per crash improved over 90%, dropping from 1.79 errors per crash to 0.16 errors. The total amount of electronic crash data received by the State increased over 6%. ECCS 2 implementation efforts are still underway, but similar data improvements are expected. Currently, the State is receiving 16% of crash data electronically and it is anticipated we will reach nearly 40% with the completion of the ECCS 2 effort.

Law Enforcement Agencies in Manistee County are in a position to apply for grant funding to allow electronic capture and submission of crash reports and will begin the process upon receipt of this grant funding.

Manistee County Law Enforcement agencies desiring to participate in this project for the automation of crash reporting are as follows;

Manistee County Sheriff's Office / located in western central Michigan along the coast of Lake Michigan / 6 patrol vehicles / 13 sworn officers / 366 crash reports submitted.

Michigan State Police - Manistee Post / Post is located in the city of Manistee in Manistee County / 8 patrol vehicles / 12 sworn officers / 600 crash reports submitted.

Manistee City Police Department / located in western central Michigan along the coast of Lake Michigan / 5 patrol vehicles / 13 sworn officers / 153 crash reports submitted.

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HIGHWAY SAFETY GRANT APPLICATION
9. STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
FY 2010

Project Title: Electronic Crash Capture and Submission **Applicant:** Manistee County Sheriff's Office

Little River Band Tribal Police / located in western central Michigan along the coast of Lake Michigan / 7 patrol vehicles / 16 sworn officers / no crash reports yet submitted.

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HIGHWAY SAFETY GRANT APPLICATION

10. GOALS

FY 2010

Project Title: Electronic Crash Capture and Submission **Applicant:** Manistee County Sheriff's Office

Increase the percentage of crash forms created and submitted electronically from 0% to 100% by September 30, 2010.

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HIGHWAY SAFETY GRANT APPLICATION
11. ACTIVITIES AND PROCEDURES
FY 2010

Project Title: Electronic Crash Capture and Submission **Applicant:** Manistee County Sheriff's Office

TASKS START DATES AND ESTIMATED COMPLETION DATES

1. Installation of iyeCrash Admin Web Portal/ Web Services 3/16/2010 2 Days
2. Installation of ICR reporting client's agency wide 3/31/2010 5 Days
3. Train the trainer session 4/15/20 1 Day consisting of two four hour sessions
4. Agencies' go LIVE 4/30/2010

Start submitting electronic crash reports - Mid April 2010

HIGHWAY SAFETY GRANT APPLICATION
13. ACCEPTANCE OF AUDIT REQUIREMENTS
FY 2010

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Project Title: Electronic Crash Capture Applicant: Manistee County Sheriff's Office

***NOTE: The reporting entity is the government unit responsible for the overall administration of the grant, not just your agency. Failure to complete this section may result in your grant award being delayed or cancelled.**

☒ My reporting entity* receives less than \$500,000 a year.

The following is information on the next organization-wide audit(s) which will include this agency:

1.a. *Audit Period: Beginning _____ Ending _____
(Date) (Date)

1.b. *Audit Period: Beginning _____ Ending _____
(Date) (Date)

2.a. Audit or written certification will be submitted to Financial Coordinator by: _____
(Date)

2.b. Audit or written certification will be submitted to Financial Coordinator by: _____
(Date)

This project is federally funded and therefore is subject to The Single Audit Act of 1984 (P.L. 98-502).

Effective July 1, 1996, if your reporting entity receives \$500,000 or more in federal financial assistance a year, the grantee shall agree to have an audit conducted in compliance with OMB Circulars A-128 or A-133 if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward a copy of the completed audit(s), including the management letter covering the entire grant period to:

Michigan State Police
Management Services Division
Budget and Financial Services-Financial Section
714 S. Harrison Road
East Lansing, MI 48823

NOTE: The audit or written certification must be submitted to OHSP *no later than the ninth month after the end of the audit period.*

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circulars A-128 or A-133. Any information regarding the OMB Circular audit requirements will be furnished by OHSP.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited. Please complete**

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HIGHWAY SAFETY GRANT APPLICATION
14. LOCAL CONTRIBUTION
FY 2010

Project Title: Electronic Crash Capture and Submission **Applicant:** Manistee County Sheriff's Office

Law enforcement agencies participating in the grant will provide assistance with record keeping and filing information to include financial and progress reports required for this grant and necessary staff time to complete tasks.

HIGHWAY SAFETY GRANT APPLICATION
15. PROJECT CONTINUATION
FY 2010

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Project Title: Electronic Crash Capture and Submission **Applicant:** Manistee County Sheriff's Office

Law enforcement agencies participating in the grant agree to continue to promote and use electronic crash capture and submission hardware, software and infrastructure equipment after the initial grant period has ended.

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HIGHWAY SAFETY GRANT APPLICATION
12. BUDGET DETAIL (cont'd)
FY 2010

Project Title: Electronic Crash Capture and Submission **Applicant:** Manistee County Sheriff's Office

SUPPLIES/OPERATING[illegible]

Project Title: Electronic Crash Capture and Submission **Applicant:** Manistee County Sheriff's Office

[illegible]

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HIGHWAY SAFETY GRANT APPLICATION
12. BUDGET DETAIL (cont'd)
FY 2010

Project Title: Electronic Crash Capture and Submission Applicant: Manistee County Sheriff's Office

RATE	BASE (SALARIES & WAGES, OR TOTAL PERSONNEL COSTS, OR TOTAL DIRECT COSTS)	TOTAL INDIRECT COSTS
0%	\$0	\$0

FEDERAL/STATE AMOUNT +	MATCH AMOUNT =	TOTAL PROJECT AMOUNT
\$29,982	\$0	\$29,982

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CERTIFICATIONS AND ASSURANCES

1. All correspondence to the Office of Highway Safety Planning (OHSP) regarding this project shall include the project number. Example: OP-10-01.
2. A change in Project Director, Agency Contact Person, Financial Officer, Authorizing Official, addresses, or telephone numbers requires written notification to OHSP. These changes must also be made to the application form.
3. OHSP may conduct a monitoring review of this highway safety grant. The purpose of this review is to determine adherence to stated project objectives, to review financial procedures, and to ensure compliance with grant requirements.
4. All published reports generated from this project must include the following disclosure statement:

(for all National Highway Traffic Safety Administration (NHTSA) grants)

- a. The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the Michigan Office of Highway Safety Planning or the U.S. Department of Transportation, National Highway Traffic Safety Administration. This report was prepared in cooperation with the Michigan Office of Highway Safety Planning and U.S. Department of Transportation, National Highway Traffic Safety Administration.
5. The grantee agrees to ensure that no person in the United States shall, on the grounds of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability, political affiliation or beliefs, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program. The grantee shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations including, but not limited to, the following:
- a. The Grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application;

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b. The Elliott Larsen Civil Rights Act, 1976 PA 453, as amended.

c. The Americans with Disabilities Act of 1990, as amended, and regulations promulgated thereunder.

d. The grantee's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D)).

6. **Debarment and Suspension:** Grantee may not contract with or make any award of Highway Safety funds at any time to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."

These restrictions and regulations remain in effect for the FY10 Grant year under the new Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU).

7. **Lobbying Restrictions** are contained in (1) The Anti-Lobbying Act, 18 U.S.C. § 1913 and (2) The Transportation Equity Act for the 21st Century (TEA-21), 49 U.S.C. § 30105.

Restriction on Grassroots Lobbying - The Anti-Lobbying Act, which Congress broadened in scope in 2002, prohibits the use of appropriated funds, directly or indirectly, to pay for: any personal service, advertisement, telegram, telephone, letter, printed or written material, or other device intended or designed to influence in any manner a member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation. Violators are subject to a fine of not more than \$500, imprisonment of not more than one year, or both, and removal from office. The Act prohibits the use of Federal funds for "grassroots" lobbying campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislature or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation. These prohibitions apply to all DOT funds, including NHTSA funds awarded to States under grants, cooperative agreements and contracts. Accordingly, these prohibitions apply to State officials whose salaries are supported, in whole or in part, by NHTSA funds. TEA-21 Restrictions on Lobbying State and Local Legislators. The Transportation Equity Act for the 21st Century (TEA-21), which was enacted in 1998, prohibits the use of NHTSA funds for "any activity specifically designed to urge a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body." This prohibition imposes additional lobbying restrictions on NHTSA, such as by prohibiting agency officials from:

- Visiting or sending letters to State or local legislators, urging them to favor or oppose specific State or local legislation pending in those jurisdictions; or
- Developing and providing to anyone (including lobbyists) materials designed expressly to advocate for the enactment or repeal of specific pending State or local legislation.

It is NHTSA's continued view, however, that these restrictions do not apply to State officials engaged in State-sanctioned communications with their legislatures, even if their salaries are supported in whole or in part, with NHTSA funds. We believe that any direct communications

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between State executive officials and State or local legislators properly are governed by the laws, regulations and customary practice in the State.

8. Business Integrity Clause: The Agency may immediately cancel the grant without further liability to the Agency or its employees if the grantee, an officer of the grantee, or an owner of a 25% or greater share of the grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Agency, reflects on the grantee's business integrity.

9. Indemnification:

a. To the extent allowable by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the grantee in the performance of this agreement shall be the responsibility of the grantee, and not the responsibility of OHSP, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the grantee, any subcontractor, anyone directly or indirectly employed by the grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the grantee or its employees by statute or court decisions.

b. To the extent allowable by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities such as the provision of policy and procedural direction, to be carried out by OHSP in the performance of this agreement shall be the responsibility of OHSP and not the responsibility of the grantee if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any OHSP employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the State, its agencies (OHSP) or employees as provided by statute or court decisions.

c. To the extent allowable by law, in the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the grantee and OHSP in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the grantee and OHSP in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the grantee, the State, its agencies (OHSP) or their employees, respectively, as provided by statute or court decisions.

10. The grantee agrees to abide by the Federal Drug-Free Workplace Act of 1988 (49 CFR Part 29 Sub-part F).

11. For Federally Funded Grants Only:

a. **Buy America Act:** Only items produced in the United States may be purchased with Federal funds unless the State can show that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and are of an unsatisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear

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justification for the purchase of non-domestic items must be in the form of a waiver request submitted to OHSP for approval by the appropriate governing authority.

b. The recipient or its contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

12. The Hatch Act – OHSP grantees will comply with the provisions of 5 USC §§ 1501-1508 and implementing regulations of 5 CFR Part 151, concerning "Political Activity of State or Local Offices, or Employees".

GENERAL PUBLIC INFORMATION AND EDUCATION REQUIREMENTS

1. All data, materials, plates, negatives, camera-ready copy, designs, concepts, photographs, video, and audio financed with grant funds shall be delivered to OHSP. The items will remain the property of the Michigan State Police, Office of Highway Safety Planning, and shall not be subject to copyright protection by the vendor or their agents. Items will be submitted to OHSP immediately after production of the item. OHSP will hold the final grant reimbursement until all of the above items have been submitted. The grantee shall not enter into an agreement that includes any time limits on rights for music, talent, artwork, or photographs. The grantee shall inform all vendors, subcontractors, or their agents of this requirement before authorizing work to be performed.
2. All printed public information and education materials and videos are required to contain logos as designated by OHSP, which are available in electronic formats upon request. See printing requirements listed below for more details. Audio materials must include an OHSP tag line. All materials including audio and video materials, must be approved by your OHSP program coordinator prior to production. Audio and video scripts must first be submitted for review and approval. Approval will be given within one week of receipt by OHSP.

All videos, print photography, or graphics shall depict drivers and passengers to be properly restrained by safety belts or child passenger safety devices unless the lack of restraints is for demonstration or educational purposes.

State of Michigan Printing requirements:

In all cases, recycled paper must be used, if available, and if the cost does not exceed the cost of virgin paper by more than 10 percent. If the item is printed on recycled paper, a recycled logo must be used to indicate the use of recycled stock.

The following items require the prior approval of your OHSP program coordinator and the Communications Section Manager:

- Flyers
- Posters
- printing requiring two or more colors of ink

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- annual reports
- newsletters
- printing requiring photographs
- printing projects that include silk screened folders or binders, die-cut folder or covers, holograms, foil printing, embossing, or engraving

Alternatives to using more than one color of ink may include the use of colored paper or special screening to give an additional color effect.

Paper stock shall be standard sizes, as unusual sizes or special-order paper stock is more expensive than standard size and result in additional waste.

Copies

OHSP will require **1 copy** of any publication produced with federal traffic safety grant funds **if the items are not distributed statewide**. The copy can be submitted on a CD or flash drive.

OHSP will require **25 copies** of any of the following produced with federal traffic safety grant funds **if they are distributed statewide**. These copies are distributed throughout the state of Michigan's library system:

- annual reports
- manuals, handbooks, and training materials
- news releases
- statistics

OHSP will require **15 copies** of any of the following produced with federal traffic safety grant funds **if they are distributed statewide**. These copies are housed as part of the state of Michigan's library system:

- Posters
- Brochures
- Flyers

If the publication is available on a publicly accessible website, a link to the document must also be provided to OHSP. The state of Michigan's library system will then include it in its digital archive.

3. **CLOSED CAPTIONING.** All DVD's must be closed captioned.

4. **Public communications or news releases concerning this project shall state that the project is financed with funds administered through OHSP.**

5. **For Federally Funded Grants Only:**

- a. The following byline shall be placed on all printed public information and education materials: "This material was developed through a project funded by the Michigan Office of Highway Safety Planning and the U.S. Department of Transportation."
- b. The purchase of program advertising space by grantees on TV, radio, magazines, newspapers, billboards, etc., is not eligible for reimbursement.

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PROGRAM REQUIREMENTS

1. Progress reports are required to be submitted throughout the grant period. The due dates for these reports are specified in the approval letter and must be submitted through the electronic system. Reports shall describe activities undertaken to accomplish each project objective as well as progress toward impacting the problem statement and activities planned for the next quarter and obstacles encountered or anticipated. Progress reports must be submitted in order for OHSP to process financial reimbursement.
2. The final progress report is due on the date stated in the approval letter and shall include a summary of all activities and accomplishments for the entire grant period. Include the following information in the project summary:
 - a. A brief description of the project's purpose and the problem it addressed.
 - b. A list of significant accomplishments or activities of this project that addressed the project objectives.
 - c. A summary of how this project impacted the initial stated problem.
3. Out-of-state travel requires prior written approval by the OHSP Division Director. A written request shall be submitted on the form provided with these requirements. **Requests shall be submitted at least 30 days in advance of anticipated travel. NO EXCEPTIONS.** Financial commitment shall not be made prior to OHSP approval.
4. If a project modification is required, the grantee shall contact the OHSP program coordinator for prior approval.
5. For Enforcement Grants Only:
 - a. Enforcement activity data shall be submitted to OHSP within five days of the conclusion of the enforcement period. Agencies shall use the Enforcement Report connected to the web based grant system.
 - b. Only MCOLES certified police officers or Michigan State Police Motor Carrier officers shall be used on enforcement projects.
 - c. Use of part-time officers on enforcement projects is restricted and must comply with OHSP policy. **PRIOR APPROVAL IS REQUIRED.** Contact OHSP for a copy of this policy.
 - d. Grantees acting as a project director of a multi-agency grant must provide the participating agencies with a copy of these Grant Management Requirements.
 - e. Overtime grant funds **CANNOT** be used for activities such as traffic control, motorcades and dignitary protection during election seasons. Overtime funds can only be used for activities approved in the grant.

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GENERAL FINANCIAL REQUIREMENTS

1. Only program activities and expenses detailed in the approved grant budget and incurred during the grant period are eligible for federal reimbursement. Expenses incurred that are not detailed in the approved grant budget or outside of the grant period will not be reimbursed. **Costs cannot EXCEED the approved grant award.**
2. Goods purchased through the grant shall be received in acceptable condition. If goods are not received in acceptable condition within thirty (30) days prior to the grant ending date, the grantee shall contact the OHSP program coordinator.
3. The grantee shall use generally accepted accounting principles.
4. Costs charged to this grant cannot be charged to any other program.
5. All costs shall be actual and supported by source documentation. Financial reimbursement will be delayed until all backup documentation is received by OHSP. A document entitled "Acceptable Back up Documentation for Federal Cost Claims" is available from OHSP to assist with identifying adequate back-up documentation. **For enforcement grantees** - Daily records and any other documents required to support the costs claimed for reimbursement must be maintained showing the activity and hours worked for each officer included in the reimbursement request, including sub-grantees, and need to be approved by a supervisor. The records must be made available for review upon the request of OHSP.
6. A separate account or fund must be established for this project. A separate account is required to be maintained by all agencies receiving federal grant funds from the Office of Highway Safety Planning (OHSP), regardless of the dollar amount. It is the responsibility of the oversight agency to insure that all sub-agencies meet this requirement. The general ledgers of the sub-agencies are not required to be submitted with requests for payment unless specifically requested by OHSP.
7. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges.
8. The following deviations from the approved budget require **PRIOR approval from OHSP**:
 - a. A specific item of cost not included in the approved budget.
 - b. An increase in the number of a specific item over and above the total authorized.
 - c. A transfer between major budget categories in excess of 10% of the category being increased.
9. Procurement Methods:
 - a. Competition: Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open and free competition. Maximum, open and free competition shall be assured through the distribution of an adequate number of proposal solicitations.
 - b. Small Purchase Procedures: Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do

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not cost more than \$25,000 in total. If small purchase procedures are used, price or rate quotations must be obtained from at least three (3) qualified sources.

c. Competitive Bids: For purchases over \$25,000, the grantee shall follow their competitive bid process providing it is at least as restrictive as the process required by the State of Michigan. The grantee or their contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with federal funds provided under this agreement.

In those instances where three (3) bids have not been received, a full explanation, along with the names and addresses of those firms and individuals requested to bid, and including reasons why agencies failed to bid, must be forwarded to OHSP for approval prior to awarding a contract.

10. Documentation for costs shall be maintained for three years following final reimbursement.

11. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the grantee from grant supported activities, such as the sale of items developed with federal funds. Contact the OHSP program coordinator for further information.

12. For Federally Funded Grants Only:

Supplanting

The replacement of routine and/or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be supplanting and is not allowable.

The subgrantee shall not use grant funds to supplant state or local funds, or, other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the subgrantee must stop charging the grant for the new position. Upon filling the vacancy, the subgrantee may resume charging the grant position.

The Financial Officer or Authorizing Official may not be funded under this grant.

COST REIMBURSEMENT

1. All OHSP projects are based on the cost reimbursement concept; i.e., state or local funds shall be expended before reimbursement is provided.

2. Reimbursement is based on submission of progress and financial reports. A Financial Report submitted to OHSP by a grantee shall contain the following to be considered complete:

- a. All applicable information requested and submitted electronically when possible. Back up information can be submitted via US mail or by fax.
- b. Electronic signatures as indicated by agency passwords for the agency's Financial Officer or Project Director.

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- c. A copy of a report for the current period generated by the grantee's official accounting system which shows a description of the item and the actual amount spent. Some examples of acceptable reports include a detailed general ledger, a transaction ledger, a payroll journal, or a detailed budget/expenditure report. The report must match the amount being requested for reimbursement.
- d. FOR ALL ENFORCEMENT GRANTS: Officer names, dates and amounts paid must be provided for each agency participating in grant funded overtime patrols.

3. Financial Reports are due, at a minimum, on a quarterly basis. Financial Report due dates are specified in the grant approval letter. Monthly reporting is acceptable; however, grantees must notify OHSP if monthly reporting will be done. Financial Reports must be submitted even when the project experiences no costs. In this case, a "zero" Financial Report shall be submitted. The submission of Financial Reports is mandatory and non-compliance can result in termination of the grant.

4. The Project Director shall ensure that Financial Reports are submitted in compliance with reporting deadlines. If the financial report is submitted electronically without back up documentation, the financial report is not considered submitted and the grantee will receive a delinquent letter stating same.

5. A delay in submitting support documentation may result in the suspension of all grant activity.

6. Failure to submit cost statements with adequate supporting documentation prior to the fiscal year close out deadline will result in non-reimbursement of those costs. Costs from one fiscal year cannot be paid in a subsequent fiscal year.

BUDGET COST CATEGORY REQUIREMENTS

PLEASE REFER TO THE FOLLOWING FOR SPECIFIC REQUIREMENTS OF BUDGET COST CATEGORIES. ONLY REQUIREMENTS FOR COST CATEGORIES CONTAINED WITHIN YOUR APPROVED GRANT BUDGET APPLY.

PERSONNEL COSTS

1. Payments for salaries and wages shall be supported by a time and attendance report, or equivalent records, based on an after-the-fact distribution of time, which shows details of the activities performed. For enforcement grantees, a daily activity log must be completed for all time requested for reimbursement, the time on the daily must agree with the hours requested, and the daily log must be approved by a supervisor. Reimbursement shall be based on actual costs NOT budgeted rates. If a grantee works 100% on federal programs, s/he will certify in writing to this at least semi-annually. Time documentation records shall be kept on file at the agency, and must be submitted with other financial back-up if requested by OHSP.

2. Fringe benefit costs shall be actual.

3. The rate of pay for grant-funded overtime shall be determined according to the grantee's policy, contract, or employment agreement. Overtime rates must be applied consistently to all activities of an agency - higher rates may not be established just for federal grants.

4. Agencies shall comply with all state labor laws.

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CONTRACTUAL SERVICES

Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety.

All grantees or sub-grantees awarding contracts or sub-contracts shall comply with the terms and conditions of Title 49 Code of Federal Regulations, Part 18-Uniform Administrative Requirements For Grant And Cooperative Agreements To State And Local Governments, §18.36 Procurement. A copy is available from OHSP upon request.

NOTICE: All contracts, for the purpose of developing public information materials (print, audio, or video) must be submitted to the appropriate OHSP program coordinator for review PRIOR to entering into the contractual agreement with the vendor.

OPERATING COSTS

1. Automotive expenses submitted shall be based on actual costs incurred. In most cases, this will be calculated by multiplying actual miles driven times a mileage rate. The rate will be determined when the grant is established, but will generally be the IRS business mileage rate. With prior approval, reimbursement may be allowed based on the actual costs incurred for gasoline, maintenance, insurance, and other vehicle expenses.
2. The grantee's in-house travel regulations shall be followed as published. If no such regulations are published, the grantee shall abide by State of Michigan travel regulations (can be provided by the program coordinator).
3. Postage, telephone and grant related travel costs shall be documented by log or meter and submitted with the reimbursement request.
4. Only eligible operating costs specifically listed in the approved grant budget will be reimbursed.

EQUIPMENT

1. Only eligible equipment specifically listed in the equipment section of the approved grant budget will be reimbursed. Equipment costs shall be reimbursed according to the match requirements as specified in the approved grant budget.
2. Equipment purchases shall be initiated within the time period specified in the approved grant. "Initiated" means bids were solicited, accepted, and items have been ordered. If there is a reason a grantee is unable to meet this requirement, the OHSP program coordinator shall be contacted immediately.
3. Equipment purchased through this grant shall be used only for highway safety activities throughout its useful life.
4. If the equipment is disposed of, or ceases to be used for highway safety activities, and the equipment is determined to have a Current Fair Market Value of \$5,000 or more, OHSP reserves the right to retain or transfer title to all items. OHSP may allow the holder of the equipment to retain title of the equipment and reimburse the federal share of the fair market value of such equipment. The Current Fair Market Value shall be determined as follows:

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- a. Appraisal by an independent source with expertise in valuation of similar items is the preferred method of valuation for equipment.
- b. For vehicles, blue book values, taking into consideration the physical condition of the vehicle, may be used.
- c. If a fair market value based on appraisal or blue book values can not be determined, the value may be based on IRS depreciation schedules. Only straight line depreciation may be used.

5. For Federally Funded Grants Only:

Equipment with a cost of \$5,000 or more shall be tagged by the grantee for inventory control purposes. In addition, the OHSP Equipment Record System Form with all applicable information completed shall be submitted with the grantee's reimbursement request. The grantee shall complete an equipment inventory form sent to them by OHSP each year that the value remains \$5,000 or more, and shall make the item available for physical review by OHSP staff when requested.

INDIRECT COSTS

Indirect costs cannot be specified in all situations because of the diverse characteristics and accounting practices of governmental units. Typical examples of indirect costs may include certain state/local-wide central service costs, general administration of the grantee department or agency, accounting and personnel services performed within the grantee department or agency, depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, etc.

Indirect costs shall be provided at a negotiated rate mutually acceptable to the grantee and OHSP. The indirect cost rate shall be developed in accordance with *Federal Circular A-87* and shall be supported by the grantee's central service cost allocation plan or its equivalent. The indirect cost rate must be approved by the grantee's federal cognizant agency, with written documentation maintained by the grantee. If the grantee does not have a federal cognizant agency, OHSP will serve in this capacity.

TERMINATION

If a grant is terminated by OHSP for failure to meet the grant management requirements, the grantee shall not be eligible to seek grant funding for a period of two years. In order to obtain a grant after the two-year period, the grantee will be required to submit written assurance that the identified deficiencies have been corrected. Additionally, the agency may be required to submit monthly financial reports to allow for increased financial monitoring.



Michigan Department of Natural Resources
Grants Management
**MARINE SAFETY PROGRAM
FINANCIAL REPORT**

APPENDIX C
COPY

Required by authority of Part 801, 1994 PA 451, as amended, to receive grant reimbursement.

1. COUNTY: MANISTEE		2. REPORTING PERIOD FROM: 1/1/2009	3. REPORTING PERIOD TO: 12/31/2009
MAILING ADDRESS (COUNTY TREASURER) 415 3RD ST. MANISTEE MI 49660			
5. EXPENDITURES*		6. TOTAL EXPENDITURES	
Salaries/Wages (PR 1932-1)		50,845.92	
Employee Training (PR 1932-2)		374.75	
Patrol Craft (PR 1932-3)		3,197.67	
Vehicles (PR 1932-4)		1,551.77	
Contractual Services/Other (PR 1932-5)		3,153.35	
TOTAL:		\$59,124.00	
7. Number of full time officers: 1		7. Number of part time officers 1	
CERTIFICATION			
I certify that this is a true and correct statement of expenditures for the above named project during the listed reporting period and that documentation to support these expenditures is available for review.			
Name of Person Completing the Forms (Print or Type): Steve Block		Title: MARINE OFFICER	
Signature of Person Completing the Forms:		Date: 3/24/2010	
Name of Project Director (Print or Type): Dale Kowalkowski		Title: SHERIFF	
Signature of Project Director:		Date: 3/24/2010	

*Attach expenditure detail sheet for each expenditure category with expenditures this reporting period.

Return completed report by April 1 for the preceding calendar year program to:

**MARINE SAFETY PROGRAM
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**

ALL GOODS AND SERVICES MUST BE RECEIVED AND PAID FOR BY DECEMBER 31 OF THE PROGRAM YEAR.